



Solicitation Information
22 Dec 04

RFP # B04639

TITLE: Outpatient Treatment Services - Gamblers

Submission Deadline: 9 Feb 05@ 2:00 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 18 Jan 05 at 12:00 Noon (EST) .Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Mental Health, Retardation and Hospitals, Division of Behavioral Healthcare Services is soliciting proposals from qualified firms to provide Outpatient Treatment Services for Problem Gamblers and Their Families as described elsewhere herein, and in accordance with the terms of the Request and the State's General Conditions of Purchase, which is available at www.purchasing.state.ri.us. Contract, not to exceed \$71,066 yearly, in total, will be awarded to one vendor who can demonstrate a capacity for serving individuals affected by problem gambling. Services are expected to be accessible to residents throughout the State.

MHRH intends to award one contract for services under this project.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors' who have submitted proposals. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, available at www.purchasing.ri.gov

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors' are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative

proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

The Offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

SECTION 2 - BACKGROUND AND PURPOSE

Over the past twenty years, the United States and Canada have seen a proliferation of gambling activity, through ongoing development of casinos, local and national lotteries and charitable gambling (such as raffles, bingos, etc.). While Rhode Island has not authorized casino gambling, casinos are readily available in nearby Connecticut; locally, Video Lottery Terminals have been expanded in both Lincoln and Newport; and lottery tickets and Keno can be found in neighborhood stores in every area of the state. More recently, the Internet has provided new, illegal opportunities for gambling in the privacy of people's homes.

For most people, gambling is an occasional social activity, with few negative consequences. However, research is demonstrating that, like alcohol and other drug addiction, problem and compulsive gambling is a progressive, diagnosable disorder, which, left untreated, can lead to severe social and physical consequences including bankruptcy, divorce or damaged relationships, substance abuse, unemployment, legal problems, impaired emotional or physical health, and increased risk of suicide. Like other addictive disorders, gambling affects not only the gambler, but also his or her spouse, children and other family members and friends.

It has been estimated that approximately 5.5% of adults in the general population - or about 6.4% of adults who have ever placed a bet - have a gambling problem (this represents approximately 11 million Americans who have experienced negative consequences from gambling). Although men seem to outnumber women in the area of problem gambling, there is some evidence that these rates are evening. In recent years, the United States has seen a significant increase in gambling among youth, including teens and college students (it has been estimated that 8-20% of college students have experienced a gambling problem, with about 4.7% having gambled compulsively). Another susceptible group is the elderly population, including retirees on fixed incomes who have more time to devote to visiting casinos or playing Keno. Some reports indicate that certain racial and ethnic minority populations appear to be disproportionately affected by gambling, perhaps due to these cultures' historical acceptance of gambling as a social activity (although other research suggests this may be more attributable to other risk factors found among minority populations, such as low income/unemployment, fewer educational opportunities, substance abuse, etc.). Most studies agree that there is a high prevalence of compulsive gambling among substance abusers (alcohol and other drug abusers).

In 1992, the Rhode Island Council on Problem Gambling was formed to broaden awareness in the state on the issue of prevention and treatment of problem gambling. Over the past several years, this group has worked with individuals, community groups, national organizations and the Rhode Island legislature to advocate for gambling prevention and treatment resources in this state. During the 2000 legislative session, the Rhode Island General Assembly amended RIGL 40.1-1 authorizing the Department to establish a program pertaining to the prevention and treatment of problem gambling. The statute specified the following components:

- a. Treatment services for problem gamblers and their families
- b. Training Services, which included the development and provision of specialized clinical training. This is provided under contract with the Drug and Alcohol Treatment Association (DATA).
- c. Prevention Services, which are provided by the RI Council on Problem Gambling

In July of 2001, in response to an RFP for problem gambling treatment services, RI Hospital was awarded a contract. They currently provide services from the hospital in Providence. Services are open to all Rhode Island residents.

This Request for Proposals is to award the remaining funds available for problem gambling treatment.

Target Population: Priority for admission should be given to individuals who meet DSM-IV criteria for pathological gambling (including services for their family members). However, if sufficient capacity exists, projects may also serve individuals and families with other significant problems related to gambling.

The Division of Behavioral Healthcare Services recognizes that substance abuse, mental illness and pathological gambling are primary diagnoses and warrant the development of individualized treatment to address all of these issues. Individuals admitted to treatment for pathological gambling with a co-occurrence of substance abuse dependence and/or mental illness will have these co-occurring disorders addressed as a primary focus of treatment. Individuals will be referred or admitted to specialized treatment programs with an emphasis on coordination of care and collaboration with other treatment providers.

Specific required program components are described under Section 3, "Scope of Work".

Reimbursement:

Reimbursement will be issued based on the submission of a vendor invoice itemizing the program costs incurred. The frequency of reimbursement will be determined upon negotiation of a contract following a grant award.

Contract Terms:

The initial period of this contract will be to June 30, 2007, with the possibility of renewal for up to 2 additional years, pending vendor performance, continued availability of funding, and/or future funding allocation determinations made by the State as a result of needs assessment and planning activities.

Applicant Criteria:

In order to be eligible to receive funding under this initiative, applicants must:

- Be incorporated in the State of Rhode Island, and be licensed by the Department of Mental Health, Retardation and Hospitals to provide outpatient substance abuse treatment and/or mental health services,

-OR-

- be accredited by JCAHO or CARF and, at the time of publication of this Request, be providing behavioral healthcare services in Rhode Island.

-AND-

- Either directly, or through collaborative affiliation(s), demonstrate the ability to provide or arrange for 24 hour crisis intervention for individuals at risk of suicide or other harm as a result of problem gambling.
- Meet and accept the terms and conditions of programmatic criteria as well as reimbursement rates.

Preference will be given to applications which:

- demonstrate experience in and ability to provide services for problem gamblers.
- demonstrate availability of existing staff who have received training in the treatment of problem gamblers.
- demonstrate a capacity to provide comprehensive, coordinated behavioral healthcare services.
- locate services in sites, which are easily accessible by public transportation and are situated in communities with a demonstrated need for treatment.
- demonstrate an ability to provide supplementary resources to enhance or expand program services or capacity (such as through third party reimbursements, in-kind contributions, complementary grant funds, etc.).

SECTION 3 - SCOPE OF WORK

GENERAL DESCRIPTION:

The contractor will be responsible for the development and implementation of a Comprehensive Outpatient Treatment Program for Problem Gamblers and Their Family Members, as described under Sections I and II.

Mandatory *minimal* program components include:

- The provision of outreach services designed to publicize the availability of program services, and reach and engage hard-to-reach or specialized populations in need of services.
- Completion of a screening and clinical assessment, utilizing a standardized or other acceptable assessment tool(s), to determine the extent and consequences of an individual's gambling problem according to DSM-IV criteria.
- Completion of a comprehensive assessment to determine concurrent substance abuse and/or mental health treatment needs, and other supports needed.
- Individual, family and group counseling, including relapse prevention, focusing on problem gambling as an addiction.
- Referral to self-help resources for individuals and family members affected by problem gambling.
- Days and hours of operation must be designed to accommodate the special needs of clients affected by problem gambling, including emergency service capability for individuals in crisis.
- The program must demonstrate linkages with appropriate community-based substance abuse and mental health treatment, intervention and referral agencies, self-help groups, and other entities that mutually serve the client population.
- The program must demonstrate program access for cultural and linguistic minorities.
- The program must demonstrate accessibility for individuals with physical or other disabilities.

REQUIREMENTS/ASSURANCES:

The contractor will:

- 1) Identify an agency contact person with primary responsibility for the program.
- 2) Provide appropriate staffing for all aspects of the program. This shall include facilitating staff access to any specialized training and certification processes on Problem Gambling made available through local or regional training resources during the contract period.
- 3) Work with the Division of Behavioral Healthcare Services in the development of data collection instruments, and performance and outcome measures during the contract period.

- 4) Work with the Division of Behavioral Healthcare Services in the development of outreach strategies to promote the availability of program services, and engage hard-to-reach populations.

DELIVERABLES:

- 1) Submission of invoices for payment in a format and schedule to be specified by Division of Behavioral Healthcare Services.
- 2) Submission of client data to the Division of Behavioral Healthcare Services in a format and schedule to be determined by the Division of Behavioral Healthcare Services.
- 3) Submission of quarterly reports on project progress in a format to be determined by the Division of Behavioral Healthcare Services.

CONTRACTOR RESPONSIBILITIES:

- 1) The contractor will provide space for program service, as well as any equipment necessary to complete the scope of work. The facility must be in compliance with applicable fire, life-safety, ADA and state handicapped accessibility and licensing codes.
- 2) The contractor will travel as necessary to carry out the Scope of Work.

SECTION 4 – PROPOSAL QUESTIONS & SUBMISSION

Pre-proposal questions may be submitted in accordance with the terms and conditions expressed on page one of this solicitation.

Interested offerors' may submit proposals to provide the services covered by this Request on or before the date & time indicated on page one of this solicitation.

Proposals must include the following:

- 1) A three-page bidder certification covers form, signed and completed. Form is available at www.purchasing.ri.gov If computer assistance is needed, call the Help Desk at 401 222-2142, X 134
- 2) A Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the Work plan or approach proposed for this requirement.
- 3) A completed and signed cost proposal
- 4) A signed and completed W-9 taxpayer identification form, available at www.purchasing.ri.gov If computer assistance is needed, call the Help Desk at 401 222-2142, X 134
- 5) Two copies of the offeror's complete response (Technical & Cost) to this solicitation is requested in an electronic format, CDROM or disk, in Microsoft Office or PDF file formats

The Technical Proposal must contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- a description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and,
- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurement.

- Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the results intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The work plan should address all of the core program components described under Scope of Work, as well as any technical issues that will or may be confronted in implementing the initiative.

The work plan must include:

- A brief (not to exceed one page) description demonstrating the applicant's understanding of problem gambling.
- A description of any specific "at risk" or hard-to-reach population(s) to be targeted by the project. The work plan should include a discussion of the specific risk factors affecting the target population, innovative efforts the applicant will use to reach the population, and specialized treatment approaches to be utilized in engaging and maintaining the population in treatment.
- A description of admission and discharge criteria and procedures.
- A description of any collaborative efforts among agencies to ensure client needs are met.
- A description of how site(s) would improve access to services based upon the demonstrated need.
- A description of the site(s) to be used for program services, including address, evidence of site control, and relationship to public transportation in the area.
- A description of days and hours of operation, including provisions for emergency services for individuals in crisis.

- An explanation of the clinical treatment approach to be employed, including a thorough explanation of service components, expected frequency of services and length of stay.
 - A description of any screening or assessment tools to be utilized (copies must be appended).
 - A description of proposed client record keeping for the program.
 - A description of proposed outcome measures to demonstrate client progress in treatment
 - Demonstration of knowledge of available problem gambling intervention services, self-help groups and/or other related resources for clients and family members.
 - Demonstration of knowledge of other appropriate community-based substance abuse and mental health treatment, as well as other human service or support resources which may be needed by the client population.
 - An explanation of how the project will ensure program access for cultural and linguistic minority populations.
 - The expected number of individuals to be served at any given time, as well as expected number of individuals to be served annually.
 - A discussion of other existing funding sources and/or in-kind contributions provided by the agency to enhance program services.
 - A description of the relationship of the Problem Gambling program to the offerors' organizational structure and leadership. This description must also include the relationship of any collaborating agencies to the applicant agency's organizational structure and leadership
 - A time line for projected program implementation.
- Offerors' Organization and Staffing
This section shall include identification of all staff and/or subcontractors proposed to provide the required program services. This section must also include the duties, responsibilities and concentration of effort (in number of hours/week), which apply to each position, as well as resumes, curricula vitae, or statements of prior experience and qualifications of any known staff. This section must also address specialized training proposed to ensure ongoing education for involved staff in treating gambling addictions.
 - Cost Proposal
The applicant must submit an annualized line item budget in the format provided, reflecting costs to be charged to any resulting contract. The cost proposal must be accompanied by a budget narrative describing calculations and justification for expenditures. The budget narrative should also describe any anticipated program income.

Responses **(an original plus 8 copies)** should be mailed or hand-delivered in a sealed envelope marked “RFP # B04639: Outpatient treatment Services – Gamblers “ to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

This Proposal must be typed, one sided, and in English and should not exceed a total of 20 pages exclusive of appendixes. All proposals must be numbered sequentially, with the cover page as page number one.

Budget			
Budget Summary			
Category /Item	Proposed Source of Program Funding		
	MHRH Share	Other Funds	Total Budget
[col. 1]	[col. 2]	[col. 3]	[col. 4]
			col 4 = col 2 + col 3
1) Salaries *			
2) Fringe Benefits *			
3) Contractual Services *			
4) Instate Mileage			
5) Postage/Office Supplies/Expenses			
6) Telephone			
7) Occupancy Costs			
8) All Other Costs			
9) Agency Overhead-Indirect			
TOTAL			

*Must complete detail budget

Budget Detail					
Item # 1 Salary Costs					
Position Title	# of FTE	Total Annual Salary [contract year earnings]	Salary	Chargeable	To Program
			DMHRH	Other	Combined
Total Salaries		N/A			

Item # 2 Fringe Benefits & Other Personnel Costs	Fringe Benefits	Chargeable	To Program
	MHRH Share	Other Funds	Combined
Retirement			
FICA			
Medical			
Worker' Compensation			
Other (specify)			
Total Fringe Benefits			

Item # 3 Consultant Costs (list each contract consultant service)	# of Hours	Hourly Rate	Consultants	Chargeable	To Program
			MHRH Share	Other Funds	Combined
Total Consultant Costs		N/A			

if additional space is required, complete on additional page(s); enter grand total for each category on final page

The Cost proposal must include both line item budget and budget narrative and supporting written explanation.

SECTION 5 – EVALUATION AND SELECTION

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals based on the extent to which proposals address the issues of understanding of the problem, availability, accessibility and comprehensiveness of client services, and use of available resources, using the following criteria:

Agency Experience and Background (up to 10 points)

Proposals will be rated on the extent to which the agency (including collaborating agencies, if applicable) has demonstrated experience in providing services to problem gamblers and their families.

Understanding of the Problem and Quality of Outreach Strategy (up to 15 points)

Proposals will be rated on the extent to which the applicant clearly describes the nature and extent of the issue of Problem Gambling. This section will also rate the applicant's targeting and justification of specialized services for any specific sub-population(s), if applicable, as well as the quality of the applicant's outreach strategy to engage "hard-to-reach" populations.

Comprehensiveness of Clinical Services (up to 25 points)

Proposals will be rated on the extent to which the work plan addresses all required elements described under the "Scope of Work" section of the Request. This section will include, but not be limited to rating the applicant on the quality of proposed screening and assessment instruments, reasonable admission and discharge criteria, clinical approach, the extent to which the application proposes comprehensive, coordinated behavioral healthcare services to clients, knowledge of and relationship to existing resources for problem gamblers and their families, knowledge of and relationship to existing complementary social and other services which may be needed by clients or their families, and quality of proposed outcome measures to demonstrate client progress.

Quality of Client Access to Services (up to 20 points)

Proposals will be rated on the extent to which proposed services enhance access to services for clients. This section will rate issues such as site location for residents outside of the Providence County Region, related transportation availability, days and hours of operation, efforts to ensure access by cultural and linguistic minorities (as appropriate), access for individuals with physical disabilities and other innovative efforts to ensure service access.

Staffing (up to 15 points)

Applicants will be rated according to the extent to which proposals reflect clinically-appropriate staffing plans, including availability of staff with training and/or experience in serving problem gamblers, or documented plans for ensuring that staff will receive appropriate training during the course of the contract. This section will also examine the extent to which the applicant's staffing plan demonstrates the agency's ability to provide culturally competent services to specialized

populations (if targeted within the proposal).

Quality of the Cost Proposal (up to 15 points)

Applicants will be rated according to the extent to which the line item budget reflects reasonable expenditures, reflects expenditures related to direct client services, as opposed to administrative costs, and maximizes available resources through the availability of in-kind contributions or complementary funding resources.

The highest possible score is 100 points.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State reserves the right to accept or reject any or all options, bids, or proposals, to award in whole or in part, and to act in its best interest.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, and will make a recommendation to the State Purchasing Agent, who will make the final selection for this requirement.